

NIST Technicalendar

UNITED STATES DEPARTMENT OF COMMERCE

Technology Administration

National Institute of Standards and Technology

Gaithersburg, Maryland 20899-0001

The NIST *Technicalendar*, issued each Friday, covers scheduled events which are of interest primarily to the NIST staff. All boxed items/notices for inclusion should be in WordPerfect 5.1 or ASCII format and MUST be received by 12:00 NOON each Wednesday unless otherwise stated in the NIST *Technicalendar*. Items for inclusion and requests for copies of this calendar should be sent to Ms. Sharon Mingo, Editor, Building 820, Room 130, National Institute of Standards and Technology, Gaithersburg, MD 20899-0001, (Telephone: 301/975-3570; FAX: 301/926-4431; or E-mail: mingo@micf.nist.gov).

All lectures and meetings are open unless otherwise stated.

JANUARY 22 TO JANUARY 26, 1996 MEETINGS AT NIST

1/24 WEDNESDAY 11:00 a.m. STATISTICAL ENGINEERING DIVISION SEMINAR: Estimating Consensus Means in Interlaboratory Studies, M. Vangel, SED, NIST, Gaithersburg, MD. Lecture Rm. D, Admin. Bldg. **A NIST Shuttle has been scheduled to be at NIST North at 10:30 a.m. for pickup for the talk.** (NIST contact: M. Vangel, 975-3208.)

Rescheduled

Chemical Science and Technology Laboratory Colloquium

AUTOMOTIVE EMISSIONS CONTROLS: SCIENTIFIC AND REGULATORY ISSUES LEADING TO THE "GREEN CAR"

Galen B. Fisher

Physics & Physical Chemistry Department, General Motors R&D
Center

10:30 a.m., Wednesday, January 24, 1996, Lecture Room A,
Administration Building

In the Partnership for a New Generation of Vehicles (PNGV), we face many technological challenges to improve the efficiency and emissions of the vehicles of the next decade. We will first discuss the research goals for this effort and the impact on air quality of various emissions regulations we must meet in the future. Finally, as part of a study of reactions important in air quality improvement with automotive exhaust catalysis, we will summarize our understanding of the mechanisms of the catalytic CO-O₂ and NO-CO reactions over rhodium. Kinetic models using rate constants determined in ultrahigh vacuum (10^{-8} - 10^{-10} Torr) have been successful in quantitatively predicting the rates measured at realistic pressures (1-300 Torr) for both reactions.

For further information contact Bill Gadzuk, 975-2548 or Bill MacCrehan, 975-3122.

Joint Sigma Xi and Physics Laboratory Seminar
1:30 p.m. -- January 24, 1996, Green Auditorium, Administration
Building

**FRONTIERS OF X-RAY RESEARCH AT THE ADVANCED
PHOTON SOURCE**

J. L. Dehmer

Advanced Photon Source, Argonne National Laboratory,
Argonne, IL

With providential timing, the Advanced Photon Source (APS) at Argonne National Laboratory began to produce x-rays during the centennial year of Wilhelm Roentgen's discovery of a "new kind of rays." When complete, this third-generation, 7-GeV positron storage ring will produce nearly one hundred intense x-ray beams, with a major emphasis on the laser-like (highly collimated, locally coherent) x-ray beams from undulator sources. This talk will address the future impact of the APS on science and technology from several perspectives: What are the frontiers of x-ray research? How do these new capabilities teach us things we don't know and couldn't learn from other approaches? How will the APS impact on traditional disciplines like materials, chemical, and biological sciences? Are there new types of activities planned? Whence the multitudes of users; what are they planning; and how are they supported? Is it possible to identify major opportunities just over the horizon?

For further information contact Richard Deslattes, 975-4841 or Robert Vocke, 975-4103.

NBS/NIST Standards Alumni Association (SAA) Winter Meeting
Jan. 25, 1996

NIST staff members are cordially invited to attend the SAA Winter meeting on Thursday, January 25, 1996, at 11:00 a.m. in Lecture Room A. Associate Director, Samuel Kramer, will report on the "Status of the NIST Construction/Modernization Program," and Verna Hines of the Office of Congressional and Legislative Affairs will give an "Update on Congressional Actions concerning NIST."

For additional information call Reeves Tilley, 301-762-7186 or leave a message on 975-2486. The SAA President is Hans Oser; the NIST/SAA Liaison is Walter Leight, Deputy Director, Office of Standards Services.

If staff members have alumni spouses or know retirees who are not aware of the NBS/NIST Standards Alumni Association and its programs, please send their names and addresses to SAA c/o SEBA. The Association, founded in 1985, has a membership of some 400 former NBS and NIST employees, industrial research associates, guest researchers, and current staff of NIST. Its objectives are to encourage participation in information transfer through volunteer services, educational seminars, science fairs and science talent searches, as well as to provide services that facilitate the solution of problems related to the mission of NIST.

Advance Notice
NIST 95-96 Colloquium Series

**ISSUES SURROUNDING THE DESIGN OF THE
MULTICENTER STUDY OF HYDROXYUREA IN
SICKLE CELL ANEMIA**

Duane Robina Bonds, M.D., Group Leader, Sickle Cell Disease
Scientific Research Group

and

Myron Waclawiw, Ph.D., Mathematical Biostatistician, National
Heart, Lung, and Blood Institute
National Institutes of Health

FRIDAY, February 2, 1996, 10:30 a.m. - 11:30 a.m., Green
Auditorium, Administration Building

Although sickle cell anemia was the first blood disease described at the molecular level, there was no effective therapy available until January 1995 when the multicenter trial results were announced. This clinical trial was designed as a double-blind, placebo-controlled trial which recruited 299 patients from 21 clinical sites around the country. Because the primary endpoint involved counting multiple episodic events and deciding when the data would be considered complete, the statistical issues involved in the design of the trial and the stopping rules used to end the trial 4 months early made it a unique experience. This lecture will give a brief overview of the design of the multicenter trial, the assumptions used, the power calculations, and the stochastic curtailment used to assist in the decision to stop the trial early.

Anyone requiring special assistance should contact Lillian Ware, 975-4203. Colloquiums are videotaped and available in the Research Information Center.

A new program to support cooperative research activities between the United States and selected Independent States of the former Soviet Union (FSU) has been announced by the recently formed U.S. Civilian Research and Development Foundation (CRDF). The mission of the CRDF is to fund cooperative civilian basic and applied research and to promote defense conversion and development of market economies in the FSU. The FSU Co-Investigator must be a citizen of one of the following countries of the FSU: Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, or Uzbekistan.

More detailed information is available from either Claire Hubbard or Marian McCurley in the Office of International Affairs in the Administration Building, Room A513.

THE REVISED SCHEDULE FOR THE NIST/NRC POSTDOC APPLICATION IS AS FOLLOWS:

February 1, 1996, Deadline for NRC's receipt of applicants' two page application form and a rough draft proposal.

February 15, 1996, Deadline for NRC's receipt of applicants' supporting documents and the final proposal.

February 15, 1996, Deadline for NIST Academic Affairs Office's receipt of "NRC Laboratory/Center Review Form" from NIST Postdoc advisors.

Applicants should send copies of all related materials to their NIST advisors as soon as possible. Although we have this extension, the NIST Staff should urge all applicants to submit all forms as early as possible.

For additional information get in touch with Jack Hsia, 975-306 or email, jackh@nist.gov.

CALL FOR POSTERS

Third Annual Sigma Xi Postdoctoral Poster Presentation

February 28, 1996; Employees Lounge; 11 a.m. to 3 p.m.

The NIST Chapter of Sigma Xi invites all Post-Doctoral Fellows to present a poster on their scientific research to their NIST coworkers and friends. Guest Scientists who have received their advanced degree in the last 5 years are also welcome. The poster presentation will take place on February 28, 1996, in the Employee's Lounge from 11 a.m. to 3 p.m. and will be accompanied by refreshments. All the participating Post-Docs and Guest Scientists will be invited to a special luncheon hosted by Sigma Xi on February 29, 1996, when the award for the most outstanding poster will be announced.

To participate, please contact Barbara C. Levin (Building 222, Room A353, 975-6682; e-mail: bclevin@enh.nist.gov). Please provide the following information: Name, address, telephone #, e-mail address, scientific category of research (e.g., Physics, Math, Biotechnology) and title of the poster. A one page abstract needs to be submitted by February 1, 1996.

Space is limited, so please sign up early.

MEETINGS ELSEWHERE

1/22—MONDAY 11:00 a.m. CARNEGIE INSTITUTION OF WASHINGTON GEOPHYSICAL LAB. (GL) SEMINAR: Isotopic Tracers of Biological Responses in Oceanic Phytoplankton and Bacteria to Nitrogen From Atmospheric Deposition, C. Aguilar, GL/Institute of Marine Sciences, Univ. of North Carolina. Seminar Rm., Main Bldg., GL-DTM Grounds, Carnegie Institution of Washington, Washington, DC. (For further information call 202/686-2410.)

1/22—MONDAY 10:00 a.m. NAVAL RESEARCH LAB. NAVY CENTER FOR APPLIED RESEARCH IN ARTIFICIAL INTELLIGENCE (NCARAI) SEMINAR: Towards Experience-Based Agents That Plan, Act, and Perceive, M.M. Veloso, Dept. of Computer Science, Carnegie-Mellon Univ., Pittsburgh, PA. NCARAI Conf. Rm., Bldg. 265, Bolling AFB, Washington, DC. (For further information call 202/404-7036.)

Advance Notice

National Cancer Institute, Office of Research Services
International Society for Pharmaceutical Engineering

RESEARCH AND DEVELOPMENT FACILITY DESIGN GUIDELINES SYMPOSIUM

March 4-6, 1996

Natcher Conference Center, NIH, Bethesda, MD

The National Institutes of Health (NIH) and the International Society for Pharmaceutical Engineering (ISPE) (a non-profit group) will sponsor a symposium to introduce the NIH biomedical facility design guidelines. The emphasis will be on the design of biomedical research laboratories, the application of the NIH guidelines, and arm chair tours of the most recently constructed NIH laboratories. Attendance at this symposium will benefit researchers, architects, engineers, research management, and others involved with the design or operation of biomedical research facilities.

The NIH has pioneered the development of design guidelines for NIH biomedical research facilities. As a result, NIH receives many questions regarding how NIH designs facilities and what design changes are anticipated in response to emerging research needs. The intent of this symposium is to share NIH's current expertise and experiences with the broader biomedical community.

Space is limited and confirmation will be on a first-come, first-served basis. Payment must be included with registration.

For further information and to register contact: International Society for Pharmaceutical Engineering, 3816 W. Linebaugh Ave., Suite 412, Tampa, FL 33624; Telephone: 813/960-2105; Fax: 813/264-2816.

TALKS BY NIST PERSONNEL

CLARK, C.W.: "Metrology on the Internet," 1996 Measurement Science Conf., Anaheim Marriott Hotel, Anaheim, CA, 1/26/96.

HEYDEMANN, P.L.M.: "International Standards and Trade Support," Measurement Science Conf., McDonnell Douglas Aerospace-West, Huntington Beach, CA, 1/25 and 1/26/96.

NIST Administrative Calendar

Notices to be included should be transmitted in writing in time to be received by NOON on WEDNESDAY. Send to Management & Organization Division, Bldg. 415, Room 118, extension 4074, fax to 926-8091, or e-mail to gmr@micf.nist.gov.

January 22 - January 26, 1996

ADMINISTRATIVE ITEMS - New



NIST WELCOME BACK GATHERING

The NIST Director invites all employees to attend a Welcome Back Gathering on Wednesday, January 24, from 3:00 to 4:30 p.m. in the NIST Cafeteria, Administration Building. For further information contact your OU office.



Retirement Reception for Joan Rosenblatt

Joan Rosenblatt retired December 1, 1995, as Director of the Computing and Applied Mathematics Laboratory after 41 years (40 yrs. at NIST) of dedicated government service. Due to the NIST furlough, the reception which was planned in her honor for January 3, 1996, will be rescheduled for February 8, 1996, in the Employee's Lounge from 2:00 until 4:00 p.m. If you have not contributed towards a gift and would still like to, please contact Kaye Wade, NIST North/Room 353, extension 2838 or Linda Combs, NIST South/TB416, Room 103, extension 2869, by February 2, 1996.

Retirement Luncheon for Jack Sugar to be Rescheduled

A retirement luncheon for Jack Sugar was scheduled for Wednesday, January 3, 1996. Due to the NIST furlough, the luncheon will be rescheduled for a future date. Please watch the NIST Administrative Calendar for further information.

Electronics Support Available

The capabilities of a fully staffed and equipped custom electronics fabrication facility in the Physics Lab's Electron Physics Group is available to the NIST staff. Consultation, design, fabrication, and repair services are offered by an electrical engineer and two electronics technicians. Simulation, CAD/CAM printed circuit and chassis layout, electronic and mechanical assembly, testing and documentation are available for a wide variety of analog and digital circuitry. Please contact Alan Band (x 3764) for more information.

Forms Announcements

Form NIST-351 (REV. 7-95), Request for ID Card/Pass, is available from the Storeroom(s). Only the (REV. 7-95) will be accepted. All previous versions (blank) of Form NIST-351 are to be destroyed by recycling. Form NIST-1209 (REV. 12-95), Request for Approval of Outside Activity, will be available from the Storeroom(s)

and the MICF after December 29, 1995. Only this version is to be used. All previous versions (blank) of Form NIST-1209 are to be destroyed by recycling.

Form NIST-223 (REV. 12-95), Requisition for Duplicating/Distribution Services, will be available from the Storeroom(s) and the MICF after December 29, 1995. All previous versions of the Form NIST-223 are to be returned to the NIST Forms Management Officer, Building 101, Room B25. Only the revised version of Form NIST-223 is to be used.

Form NIST-1276 (REV. 12-95), Express Photographic Services, will be available from the Storeroom(s) after December 29, 1995. Only this version is to be used. All previous versions (blank) of Form NIST-1276 are to be destroyed by recycling.

Postcard for Reprint/Preprint will be available from the Storeroom(s) after December 29, 1995.

LIONEL Standard-O Model of NBS Box Car Being Offered

Lionel is offering an O-gauge model of the National Bureau of Standards box car that was once used by the Office of Weights and Measures to test the weight and load capacity of rolling stock. The price is \$56.95, plus \$5 for shipping, and orders must be received by April 30, 1996. An order form can be requested from the Standards Alumni Office at extension 2486 or by calling Walter Rabbitt at extension 3301.

Employee Assistance Program (EAP)

NIST's EAP Counselor, George Dunn, has geographically relocated and, therefore, will no longer be able to serve NIST. Our EAP contractor, BEMW, Inc., has provided an interim counselor (David Foster) until such time as a suitable replacement can be found.

Singers Needed for Faure Requiem

The Gaithersburg Community Chorus will be performing the Faure Requiem and other works in a concert at NIST on May 5, 1996. Singers are needed for all vocal parts, especially Tenor and Bass. There are no auditions, and the chorus rehearses on Tuesday evenings from 7:30 - 9:30 p.m. For location and other information, contact Charlie Sturrock on extension 6027, or Bob McMichael on extension 5121.

ADMINISTRATIVE ITEMS - Continuing

Unscheduled Leave

Please note that the term "liberal leave" is no longer in use. The Office of Personnel Management has replaced this term with the term "unscheduled leave" to eliminate any confusion and to make clear that employees in this situation will NOT be excused from duty without a charge to leave. All provisions under "unscheduled leave" remain the same as those previously included under "liberal leave". The definition listed in the previous NIST Administrative Calendar for "liberal leave" is now the definition for "unscheduled leave". Unscheduled leave is a provision that permits employees other than those who are designated as "emergency" to take annual leave, accrued compensatory time, or leave without pay without the prior approval of supervisors when the agency is open for business but circumstances such as adverse weather make it impracticable for employees to report for work as scheduled.

PhoneMail Usage Review

Many subscriber PhoneMail boxes have not been accessed in several months or more. It is necessary that these unused PhoneMail boxes be removed in order that fully reliable service may continue to be provided to those in active need of PhoneMail. In accordance with NIST Administrative Manual Subchapter 4.04, Appendix A 4., PhoneMail usage is being reviewed. Any PhoneMail box which has not been accessed for more than 45 days is subject to being removed.

NIST.GOV E-mail Aliases

Special electronic mail addresses, called aliases, of the form "something@nist.gov" may be requested for individual use or as the name of a list of electronic mail addresses (when mail is sent to the list everyone on the list gets the message). These requested aliases may be your site-wide username, or any available string of characters that contains a '.', '-', or '_'. This format is used to avoid possible conflict with any other site-wide usernames assigned currently or in the future. Aliases conforming to this format can be set up relatively quickly. Establishment of aliases not following this format will be delayed as they are considered on a case-by-case basis. Remember that an alias of the form firstname.lastname@nist.gov is automatically created for each person with a registered e-mail address, barring any conflicts. To request a special nist.gov alias, send e-mail to alias@nist.gov indicating the alias, the e-mail address to which it should point, and your name and phone extension. To register your real e-mail address so that an e-mail address will appear for you in the NIST Communications Directory (telephone book) and in on-line directories, send e-mail to phonedir-reqeust@nist.gov indicating your e-mail address, name, and phone extension.

Volunteer Tutors Needed

Gaithersburg Middle School is looking for volunteers for its tutoring programs. There are several programs that run from 2:30 to 4:00 p.m. each day. Anyone interested in helping with these programs should call Al Lewis on extension 2037.

Giant and Safeway Receipts Needed The teachers at Quince Orchard High School have requested that NIST employees collect Giant and Safeway receipts for their school. The Civil Rights Office has agreed to act as a focal point for this effort. Please mail all receipts to Suzanne Sullivan, Room A228, Administration Building. The period for collecting receipts will end March 3, 1996.

PCX No. 259 _____ January 22, 1996

PC-EXCHANGE: Share your PC problems, questions, etc. so that other staff members can benefit from your experience or offer suggestions to address your PC needs. Mail/phone your contributions (anonymously or with credit) to Gaithersburg PC Assistance. Gaithersburg PC Assistance: Call the PC Assistance Hotline (voice or TDD), 301/975-3099; Admin/A738; e-mail PCASSIST@micf.nist.gov. Gaithersburg PC Maintenance and Hardware Upgrades: Call the PC Maintenance Hotline, 301/975-4090. Boulder PC Assistance or Maintenance: Call the Boulder PC Support Hotline, 303/497-3931; Room 1-4050; e-mail PCASK@bldrdoc.gov.

259.1 CONFIGURING EUDORA TO SKIP LARGE MESSAGES - If you use Eudora remotely or via a Rolm dialup connection here at work, you may occasionally experience problems retrieving your mail because a single large message in your incoming mail causes a timeout problem and prevents access to your other

incoming messages. This occurs most often when incoming messages include large attachments. To access your other messages when a situation such as this occurs, you need to configure Eudora to skip the large message. To do this, select Special, Settings; select the Checking Mail category; check the box for Skip messages over... and set the size to 40K. This will cause Eudora to skip the large message and retrieve those messages following it from the queue on your POP server. You can later retrieve the large message either in Eudora through a network connection or by logging onto your server and reading the message there.

259.2 GENERATING FORM LETTERS IN EUDORA - If you find that you need to send the same form letter routinely using Eudora, you may want to make use of the following procedure to simplify this. Within Eudora, select New Message and create the form that you need to use. Send this message to yourself. You now have a copy of the message in your Out Mailbox. To send the form letter to additional recipients, open your Out Mailbox, highlight the message which you created and sent to yourself, select Message, Send Again. This will open the message and put you into an edit mode which will allow you to change the recipient and make any necessary changes to any variable data in the form letter itself. You can then send the message as you would any other message.

259.3 WORDPERFECT 6.1 FOR WINDOWS UPDATE - The file, POUPDT.EXE, provides updates to WordPerfect 6.1, Presentations 3.0, and the PerfectOffice 3.0 Desktop Application Director. Problems running these applications under Windows 95 have been addressed as well as several commonly reported problems with the above programs running under Windows 3.1/3.11. If you have been experiencing problems with WPWin 6.1, it is recommended you install the update. POUPDT.EXE is a self-extracting file that includes a readme.txt file giving installation instructions. Please read the installation instructions carefully. The file is available for downloading from the MICF WHLIST, the ENH ANONYMOUS/PC subdirectory, and through the PC Assistance home page on the Web, <http://larch.cam.nist.gov/~eater/pcassist.html>, under Access PC Assistance Software Archive.

259.4 TIPS TO IMPROVE PERFORMANCE OF INFORMS 4.1 - There are several steps you can take to speed up both your system in general and Windows. These steps can also improve the performance of InForms as well. The file INFORMS.W51 is a WordPerfect file documenting ways to optimize your PC and Windows' performance. The file also answers frequently asked questions about and gives tips for using InForms 4.1. Download the file INFORMS.W51 from the MICF WHLIST or ENH ANONYMOUS/PC subdirectory. The help sheet information is also available from the PC Assistance home page on the Web at <http://larch.cam.nist.gov/~eater/pcassist.html>, under Help Sheet Index.

259.5 F-PROT ANTIVIRUS SOFTWARE UPDATE - We have received an updated version (2.21) of the F-PROT virus scanning software. The F-PROT software can be downloaded, in the self-extracting file FP-221.EXE, from either the MICF WHLIST or the ANONYMOUS/PC subdirectory on the ENH.

OFFICE OF INFORMATION SERVICES - News

Information Center Tours

A 30-minute tour of the NIST Research Information Center is given on the 2nd Wednesday of every month. A member of the Research Information Services staff

is on hand for as long as necessary afterwards to answer questions, or to arrange for more detailed explanations of specific areas.

No reservation is required. If you have any questions, or want to make suggestions about what should be covered, call Marietta Nelson on extension 3055. Next tour: Wednesday, **February 14, 1996**, at 10:30 a.m.

Training on the NIST Virtual Library

The Research Information Center is offering training on the NIST Virtual Library, which provides online access from your desktop computer to a variety of information resources and services. The next training date is January 30, 1:30-4:00 p.m., in Room A41 in the basement of the Administration Building. There is no cost and participants should know how to use a mouse. To register, please call Diane Cunningham on extension 3053.

NIST Authors' Immortality Threatened Authors of technical papers published in non-NIST media are reminded that they must send two reprints or photocopies of each published paper along with a completed Form NIST-266 to the address on the form. (In Boulder, the paperwork first goes through Publications Services, Building 1, Mail Stop 360.00). ANY CHANGES regarding title, authors, place of publication, additional places of publication, text modification, or withdrawal from publication must be reported on the form AND to the appropriate NIST Editorial Review Board. Significant changes (such as condensations or revisions) to the document originally approved must be submitted to the Editorial Review Board as a new item, but on the Form NIST-114 you may cross-reference the original document. Complete these reporting requirements to assure proper bibliographic indexing, wide professional exposure, conformance to NIST policy, and literary immortality!

Attention All NIST Authors NIST authors are reminded that all manuscripts which describe NIST work or which are produced using NIST time, money, or other resources must be approved by the appropriate editorial review board (WERB or BERB) before being released for electronic or hardcopy publication. This includes journal articles and books as well as contributions to conference proceedings and speeches scheduled for publication. For details on how to submit review material, consult your copy of the NIST Administrative Manual, Subchapter 4.09, NIST Technical Communications Program, December 21, 1993, Appendix H.

Libro II Available Over Network The Research Information Center's online card catalog, LIBRO II, can be accessed from any computer or terminal connected to NIST's networks. If you are interested in using LIBRO from your desk and have not received login and use instructions previously, please leave your name, Division number, and mailing address with Carolyn Kline at extension 2785 or e-mail to klinece@micf. (This is a re-announcement of service that has been available since January, 1992)

Attention RIC Patrons

The RIC is reviewing the serials subscriptions/usage/cost for possible cancellations. If you have a need for any of these titles, please contact Beth Bloomquist at whiting@enh.nist.gov or extension 2809. Thank you.

Environment (TD1)
Environment international (TD169)

Enviro (TD196)
Environmental research (RA565)

Environmental science and technology (TD180) - also microform/online
 EPRI journal (TK1001)
 Ergonomics (TA166)
 Futurist (CB158)
 Gold bulletin and gold patent digest (TS377)
 Human factors (T58)
 Journal, American Water Works Assoc. (TD201)
 Journal of food science (TX1)
 Journal of medicinal chemistry (RS402) - also microform/online
 Journal of natural rubber research (TS1870)
 Journal of the atmospheric sciences (QC851)
 Journal of the audio engineering society (TK5981)
 Journal of the textile institute (TS1300)
 Mercury (QB1)
 Meteorology and atmospheric physics (QC851)
 Power (TJ1)
 Radio science (QC851)
 Remote sensing of environment (QE33)
 Reviews in mineralogy (QE351)
 Rubber developments (TS1870)
 Tele (TK4)
 Textile research journal (TS1300)
 Trends in genetics (QH426)

Vision research (QP474)
 Marine environmental research (GC1)
 Journal of symbolic logic (BC1)
 Geographical analysis (G70)
 Statistics theory and methods abstracts (HA1)
 Reports of statistical application research (HA1)
 Journal of official statistics (HA1523)
 NBER reporter (HB1)
 Journal of economic theory (H)
 Economic computation and economic cybernetics study and research (HB131)
 Journal of mathematical economics (HB135)
 Journal of agricultural economics (HD1401)
 Rand journal of economics (HD2763)
 Engineering economist (HD28)
 News/U.S. Dept. of Labor, Bureau of Labor Stat. (HD4826)
 International journal for housing science and its application (HD7285)
 Rohm and Haas reporter (HD9651.9)
 Automation in construction (HD9715)
 Thomas Cook European timetable (HE3004)
 Business America (HF1)
 Sarah Stambler's marketing with technology news (HF5415)
 Journal of urban planning and development (NA9000)
 Science of the total environment (RA565)
 International journal of radiation oncology, biology, physics (RC271)
 American Industrial Hygiene Assoc. journal (RC963)
 Journal of orthopaedic research (RD701)
 AJR (RM845)
 Naval research logistics (V)

Other Training Notices

For information on "Introduction to Information Resources on the Internet" and "Navigating the Internet with Netscape," please see the Computer Training section under Training and Education Opportunities in this issue of the Administrative Calendar.

NIST FITNESS PROGRAM - Activities

Fitness Center Fee

As of January 1, 1996, there is a required membership charge of \$5.00 per payday preferably via payroll deduction for the use of the Fitness Center. SEBA Board will be conducting a fitness membership drive in the near future. Charges for classes will be based on the success of the fitness membership drive. SEBA annual membership fee of \$5.00 (formerly \$4.00) will be required for membership in the Fitness Center.

NCW - NIST COMMITTEE FOR WOMEN

Take Our Daughters to Work Day

For the last two years we have provided a day of career exploration, discussion, and encouragement for girls ages 9 through 15. On Take Our Daughters to Work Day this April 25, we would like to introduce more girls than ever to the excitement of careers at NIST. In order to accomplish this, we need your help. Volunteers are needed to give hands-on demonstrations, take groups to activities, and help with logistics. Our first planning meeting will be held at 12 noon on Thursday, January 25, 1996, in Room B111, Administration Building. Please call Kathy Butler on extension 6673 if you would like to participate.

Seminar on "ZT Career Strategies"

The NCW and the NIST Mentoring Program are presenting a special seminar on "ZT CAREER STRATEGIES" on Wednesday, January 24, from 12 noon to 1:00 p.m. in Lecture Room B, Administration Building. Please join us for a career options outline by Ellen M. Dowd, Personnel Officer -- followed by a "ZT" panel that will share experiences and take questions. Bring your enthusiasm and creative ideas for mapping out your ZT career. If you have any questions, please call Carole Womeldorf on extension 4415.

SEBA - STANDARD EMPLOYEES BENEFIT ASSOCIATION

SEBA TUESDAY NIGHT BOWLING LEAGUE

The League is in need of two full time bowlers. Bowling is on Tuesday nights at the new Bowl America lanes on Clopper Road by MVA at 6:00 P.M. Beginning bowlers are welcome. Please contact Mike Unterweger, 975-5536, as soon as possible, if you are interested.

SEBA Gift Shop

The SEBA Gift Shop has the *Entertainment Book* for sale at \$35.00 each. This book is full of 50% discounts on dining, theater, shopping, and much more. The current stock of these books will be available through Thursday, January 25.

Russell Stover and Whitman candies at a 15% discount for SEBA members. Check the gift shop for other discounted items.

Renew or buy your SEBA membership for 1996 at the gift shop for \$5.00

SEBA Basketball

The second session of basketball will begin on January 22, 1996, at Ridgeview Intermediate School from 6:00 to 8:00 p.m. and will end on April 29, 1996. The cost is \$10.00 with a SEBA number. Persons who participated in the first half (9-11-95 to 12-11-95) do not have to pay. No one will be allowed to participate without the permission of Jasper L. Mullen on extension 4213 or James E. Rountree on extension 4035.

CAFETERIA MENU (Subject to change without notice)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Special	Special	Special	Special	Special
MD Fr Chicken	Hot Turkey Sandwich	Stuffed Peppers	Veal Parmesan	Salmon Loaf
Corn/Cob	w/Mashed Potatoes	Ratatouille	Green Beans	Brood Hollandaise
Bliss Potatoes	Oriental Vegetables	Stir Fried Cabbage	Garlic Spaghetti	Rice
Apple Pie	Glazed Carrots	Layer Cake	Garlic Toast	Roll & Butter
Entrees/Vegs	Fresh Whole Fruit	Entrees/Vegetables	Entrees/Vegs	Entrees/Vegs
Burrito	Entrees/Vegetables	Burrito	Taco Salad	Burrito
MD Fr Chicken	Burrito	Lemon Baked Chicken	Burrito	Baked Fish Parm
S/Sr Spareribs	Hot Turkey Sandwich	Stuffed Peppers	Veal Parmesan	Stir Fried Chick
Zucchini Parm	w/Mashed Potatoes	Ratatouille	B/wick Chicken Stew	Vegetables
Corn/Cob	Corned Beef & Cabbage	Stir Fried Cabbage	Green Beans	Salmon Loaf
Bliss Potatoes	Oriental Vegetables	Baked Potato	Spinach Souffle	Yellow Squash
Rice	Glazed Carrots	Rice	Garlic Spaghetti	Broccoli/Holland
Soup/Internat	Mashed Potatoes	Soup/International	Rice	Mac & Cheese
Sp Pea & Ham	Rice	Old Fashioned Bean	Soup/International	Rice
Pasta	Soup/International	French	Red Beans & Sausage	Soup/Internat
	Southwestern Vegetable		Pasta	NEClam Chowder
	Pasta			Pasta

TRAINING AND EDUCATION OPPORTUNITIES

To reserve a space in any training course an approved NIST Request For Training Memo must be submitted unless otherwise noted. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Without an approved Memo, we are unable to reserve a space in any class. Please forward the approved Memo as soon as possible when planning your training. If you have any questions, please call x3003, or x3017. Thank you!

****MANAGEMENT UPDATE SERIES****

The Management Update Series is a series of monthly briefings for all supervisors and managers focusing on administrative subjects critical to the way we operate. The Request for Training Memo is not required for sessions in the Management Update Series, unless otherwise noted.

LEAVE AND ABSENCE AND DUTY HOURS

Instructor: John Hanson, Office of Human Resources Management
Cost: NONE
Date: February 7, 1996
Location: Lecture Room D, Administration Building
Time: 1:30 p.m. - 3:00 p.m.

LEAVE AND ABSENCE AND DUTY HOURS FOR XO'S, AO'S AND T&A LIAISONS

Instructor: John Hanson, Office of Human Resources Management
Cost: NONE
Date: February 14, 1996
Location: Lecture Room B, Administration Building
Time: 1:30 p.m. - 3:00 p.m.

GIVING EFFECTIVE PRESENTATIONS

Description: Would you like your presentation to be more interesting to those in your audience? Would you like to experience more pleasure and less anxiety in preparing and delivering your presentations? If so, this workshop is for you. Don Swenholt will offer tips for making dry material come alive. He can help you make your long presentations seem short and the complex seem simple. You'll be able to gain and hold the attention of an audience.

Instructor: Don Swenholt of Don Swenholt and Associates

Cost: Approximately \$275 per participant

Dates & Times: February 21, 9-4, February 22, 9-4 and February 23 for 1 hr.

Location: Lecture Room C, Administration Building

PLEASE NOTE: Request for Training Memo must be submitted by February 7, 1996. This class is limited to 12 people!

****GENERAL TRAINING****

CONFLICT RESOLUTION AND CONFRONTATION SKILLS FOR SUPPORT STAFF

Description: In this workshop you will learn how to keep your cool, stand your ground and reach a positive solution!

Instructor: CareerTrack

Cost: Approximately \$150 per participant

Date: February 22, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by February 8, 1996.

****COMPUTER TRAINING****

All NIST Request for Training Memo's must be received by the Training Office at least two weeks prior to the start date of the course unless otherwise noted. At this time, the Training Office will either obligate to the instructor or cancel the class. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Any questions please call Kelley on x3003.

Introduction to Windows is a prerequisite for all Windows applications!

All classes will be held in A41, Basement 101. All 1-Day Classes will be \$125. All 2-Day Classes will be \$225, unless otherwise stated.

EURORA TRAINING

Description: This short (2 1/2 hour) class will teach participants how to send and receive electronic mail using PC-Eudora for Windows, how to create and manage mailboxes, nicknames and distribution lists, how to write rules to automatically direct incoming and outgoing mail to specific mailboxes, and how to send and receive files as attachments.

Some prior experience using MS-Windows is required.

Instructor: Chuck Eader of the Information Systems Division

Cost: NONE

Dates and Times: February 8, 1:00 p.m. - 3:30 p.m.

February 15, 1:00 p.m. - 3:30 p.m.

February 23, 1:00 a.m. - 3:30 p.m.

DN-11's are not required but call the training office to register for a space on x3003.

QUICK PROCUREMENT SYSTEM (QPS) TRAINING FOR THE USE OF THE BANKCARD/BLANKET PURCHASE AGREEMENT (BPA)

Description: This one-day class will provide new BankCard holders and approving officials with easy instructions on the use of the BankCard. Topics to include: cardholder and approving official duties, listing of restricted items, checklist for placing BankCard/BPA orders, QPS hands-on data entry, and instructions on reconciling your monthly statement.

Instructor: The Acquisition and Assistance Division

Cost: NONE

Date: February 26, 1996

Location: A41, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: This training is "MANDATORY" for all new BankCard holders and approving officials. DN-11's are not required, however, please reserve your space by sending an E-Mail message to "Maddox" (Kelley Maddox, training office, x3003)

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor:

Impact Services, Inc.

Date: February 21, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by February 7.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: This class will cover the same material as the class above.

Instructor: Lyndie Billey and Associates

Date: February 16, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Lyndie Billey and Associates

Date: February 12, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTRODUCTION TO WINDOWS

Description: This class is designed for students who want to learn the basic features of Microsoft Windows 3.1. These features include starting Windows, using the Help feature, starting an application, running multiple applications, creating and adding groups, using File Manager, and changing program item properties.

Instructor: Executrain

Date: February 14, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Business Support Training, Inc.

Date: February 9, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTERMEDIATE/ADVANCED WP 6.1 FOR WINDOWS

Description: This class is for those who are interested in setting up their own shortcut Macros. If you work in long documents and occasionally save parts of the document out as chapters (smaller files) then this class is for you. You will learn how to link the subdocuments together. You will also learn how to put bookmarks throughout your document enabling you to get to a specific spot quickly without having to scroll down throughout. This class is for participants who have had Introduction to WP/6.1!

Instructor: Impact Services, Inc.

Date: February 6 & 7, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTERMEDIATE MICROSOFT WINDOWS 3.1 (NEW VENDOR EXECUTRAIN!)

Description: This class is designed for students who want to start an application from Windows without using an icon, use shortcut keys, add programs to windows, use Character map, record and run macros, and use the Clipboard. In addition, students will learn to use File Manager to change file attributes, search for files, create Program Manager icons, and use Drag and Drop to open and print files.

Instructor: ExecuTrain

Date: February 22, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

DBASE V FOR WINDOWS

Description: In this course you will learn the fundamentals of relational database design and how to implement your design in the dbase for Windows environment. Hands-on exercises include: creating and modifying tables; adding, deleting and displaying data; querying the database; and generating simple reports.

Instructor: Business Support Training, Inc.

Time: 9:00 a.m. - 4:00 p.m.

Date: February 28 & 29, 1996

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTRODUCTION TO LOTUS

Description: This one-day workshop is for people who want to know the techniques to get you up and running in Lotus for Windows!

Instructor: Lyndie Billey and Associates

Time: 9:00 a.m. - 4:00 p.m.

Date: February 20, 1996

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTRODUCTION TO INFORMATION RESOURCES ON THE INTERNET

The Office of Information Services will present a seminar for beginners who want to access the files, databases, discussion groups, and other information on the Internet. Topics covered will include electronic mail, remote login (Telnet), file retrieval (File Transfer Protocol), and services such as Gopher and World Wide Web. The seminar will consist of a one-hour overview session and a three-hour hands-on session. A Request for Training Memo is not required.

Overview

Instructor: Marietta Nelson, Office of Information Services

Location: Lecture Room C, Administration Building

Date: January 29, 1996

Time: 1:30 p.m. - 2:30 p.m.

Cost: None

Hands-on

Instructor: Jeff Harrison, Office of Information Services

Location: A41, Administration Building

Date: January 30, 1996

Time: 9:00 a.m. - 12:00 noon

Cost: None

To register for this training, please call Jeff Harrison on extension 3054.

NAVIGATING THE INTERNET WITH NETSCAPE

The objective of this introductory hands-on workshop is to practice accessing and retrieving information via the Internet using Netscape Navigator client software for Microsoft Windows. For best results, participants should have some prior experience using the Internet and should know how to use a mouse. A Request for Training Memo is not required.

Instructor: Jeff Harrison, Office of Information Services

Location: A41, Administration Building

Date: February 15, 1996

Time: 9:00 a.m. - 12:00 noon

Cost: None

To register, contact Jeff Harrison, x3054 or jharrison@enh.nist.gov.

GAITHERSBURG VACANCIES

January 19, 1996

Vacancy Announcements will not be available until the above date.

<u>Div.</u>	<u>Title</u>	<u>Series</u>	<u>Payband</u>	<u>Salary Range</u>	Known Promotion <u>Potential</u>	Vacancy <u>Number</u>	<u>Closing</u>
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OPEN TO CURRENT PUBLIC & BUSINESS AFFAIRS DIVISION STATUS EMPLOYEES

346	Public Affairs Specialist	1035	IV	\$51,557-\$79,200	NONE	NIST/2867/AG 1/26/96	
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OPEN TO CURRENT NIST STATUS EMPLOYEES

NIST maintains an Applicant Supply File for all our Shortage Occupations. Both government and non-government applicants (including current NIST and DOC employees) may submit a job application to be placed in the NIST Applicant Supply File at any time. Your application will be retained in the NIST Applicant Supply File for 90 days and you will be considered for specific vacancies as they occur. A separate application is required for each occupation. If you wish to extend your period of consideration beyond 90 days, you must submit a new application package. Following is a list of the NIST Critical Shortage Occupations:

Paybands I thru V for Engineering, Computer Scientist, Metallurgist, and Mathematical Statistician positions. Paybands III thru V for Physical Science, Computer Specialist, Biological Science, Social Science, Research Psychology, and Economist positions. Paybands I & II for Accounting positions. Payband III for Nuclear Engineering Technician positions. Paybands I thru IV for Clerical Support(OA), Office Automation Assistant (OA) and Secretary(OA) positions. Paybands II-IV for Security Guard positions.

TELECOMMUNICATIONS DEVICE FOR THE DEAF: DIAL (301) 975-3007 8:30 a.m. - 5:00 p.m. or contact Maryland Relay Service at 1-800-735-2258.

NIST PERSONNEL INFORMATION HOTLINE: DIAL (301) 926-4851. This is an outside call. Boulder vacancies are listed in the Boulder Lab Weekly Bulletin.